

**City of San Bruno  
Public Works Department**



**Request for Proposals (RFP)  
for  
DIESEL STORAGE TANK REPLACEMENT PROJECT  
City Project Number: 83709**

December 2009

## TABLE OF CONTENTS

1.	PROJECT DESCRIPTION.....	1
2.	PURPOSE AND GOAL.....	1
3.	SCOPE OF SERVICES.....	1
4.	RFP FORMAT AND CONTENT.....	4
5.	METHOD AND CRITERIA FOR SELECTION.....	5
6.	SCHEDULE.....	6
7.	INSURANCE REQUIREMENTS.....	6
8.	COMPENSATION.....	6
9.	PRE-PROPOSAL MEETING, PROPOSAL SUBMISSION DEADLINE AND QUESTIONS.....	6

### ENCLOSURES:

1. CIP Project Description
2. Vicinity Map
3. Site Map
4. Standard City Agreement for Design Professionals

# **1. PROJECT DESCRIPTION**

The City of San Bruno Public Works Department invites qualified consultants to submit proposals for professional and technical engineering services to prepare a design to remove an existing 4,000-gallon underground diesel storage tank and install a new aboveground 4,000 gallon tank. The new installed tank shall be fully operational and compliant with all applicable codes and regulatory requirements and reconnected to the City's existing Automated Fuel Management System. The project location is behind Fire Station 51 located at 555 El Camino Real. The selected consultant shall provide a set of plans and technical specifications anticipated to include civil, structural and electrical design for a public bidding process.

## **2. PURPOSE AND GOAL**

The FY 09-10 San Bruno Capital Improvement Program (CIP) defines the project as removing an existing 4,000-gallon underground diesel storage tank and installing an above ground 4,000-gallon tank in the same vicinity behind Fire Station 51 at 555 El Camino Real. Please refer to the Enclosures for the excerpt from the CIP, a location map and a plot plan of existing conditions.

To date, certification inspection test results of the underground tank confirmed no leakage of diesel fuel but because minor amounts of water and mud were found in between the tanks two walls, staff believes the exterior portion of the tank may be losing its integrity. Due to costly potential environmental cleanup efforts if the tank fails, a previous City experience with a leaking underground fuel tank and with the current tank age of 20 years being less than 10 years from the end of its useful life, this project will prevent potential costly cleanup costs if the tank ever failed and also give the City the option to store biodiesel fuel within the new above ground tank.

The scope of construction is anticipated to include of removal of the tank and its contents and disposal at a permitted hazardous waste facility, testing of adjacent existing soils for hazardous materials content, backfilling, installing a new aboveground storage tank including structural/seismic concrete support pad and electrical and appurtenance installations. Work also includes conformance to applicable City and State of California codes/policies plus requirements from the San Mateo County Environmental Health Services Division and the Bay Area Air Quality Management District.

## **3. SCOPE OF SERVICES**

The following Scope of Services describes the specific tasks to be performed by the Consultant. If the Consultant believes that a task needs to be modified or that the project can be enhanced in any way by the addition or deletion of tasks, such information should be included in the proposal.

### **A. INITIAL EVALUATION**

Review relevant reports and drawings regarding the job site and prepare a brief report outlining 2-3 pre-design alternatives for situating the new tank, providing sufficient detail to envision the feasibility of the project including enclosures/screenings and any construction

staging required to keep the fuel dispenser operational during construction or with minimal down-time so as not to impact City fleet fueling operations.

Deliverables (Task A): A brief pre-design report for review and approval by the City in sufficient detail to determine project feasibility. The alternatives shall account for site constraints, vehicle movements, key design/permitting criteria and constructability so that City concurrence can be obtained before detailed design begins. A preferred alternative shall be recommended and a preliminary construction cost estimate shall be provided for the preferred alternative.

The report shall also include an outline of the proposed Technical Specification Sections, a proposed Bid Schedule and a brief examination of any environmental impacts sufficient to confirm the City's analysis that the project is exempt from CEQA.

## **B. PREPARE BID DOCUMENTS**

Surveying and Geotechnical Investigation. Provide any necessary surveying and geotechnical investigation to complete the design.

General. Complete detailed plans and technical specifications suitable for public bid within 90 calendar days of Notice to Proceed.

Plans. The Consultant shall prepare a one printed set of half-size (11"x17") and one printed full-size (22"x34") of the final bid plans adequate for reproduction by the City and in sufficient detail to facilitate a sealed competitive bid process.

The plan set is anticipated to generally include a demolition and site plan with tank setbacks, elevation/grading design and structural and electrical designs. The plan set shall include details for any proposed enclosures/screenings. Color and material samples shall also be submitted for any proposed enclosures/screenings. The design shall comply with the latest versions of all applicable codes and standards including the California Building Code, California Mechanical Code, California Fire Code, National Fire Protection Association, Cal OSHA, NPDES and any requirements from the San Mateo County Environmental Health Services Division and the Bay Area Air Quality Management District.

Consultant design shall address necessary electrical work including sizing of service, point of connection, reconnection to the existing emergency generator and reconnection to the existing Automated Fuel Management System.

Consultant design shall also address any necessary Structural and Seismic design for the concrete tank support pad and any impact of tank weight on adjacent foundations or underground facilities.

Technical Specifications. The Consultant shall prepare technical specifications and a bid schedule adequate in content and detail to facilitate a sealed competitive bid process for Public Works contracting in the format prescribed by the City. These specifications shall address all special, technical product and materials aspects of the Project needed for its

satisfactory completion including lead time for tank fabrication and delivery, any construction plans required by regulatory agencies such as Spill Prevention or Hazardous Materials Business Plan and construction testing of soil and water for specific constituents, regulatory test methods, reporting of test results plus any closeout or post-construction reporting, registrations or inspections required by regulatory agencies.

The City will prepare the front-end boilerplate portion of the specifications including General Conditions, Bonding Documents, Non-Collusion Affidavit and Standard Construction Agreement and will incorporate Consultant's Technical Specifications and Bid Schedule into the bid documents.

The new above ground tank shall include at a minimum a dispensing system, venting, vapor recovery, spill and overfill containment, be certified for storage of biodiesel and be earthquake and bullet resistant. The in-place system shall include all necessary piping, conduits, valves, monitoring, vehicle impact protection and signage.

Construction Cost Estimate. The Consultant shall provide detailed Construction Cost Estimates at the 90% and Final plan set stages.

Design Reviews. The Initial Evaluation Report shall be considered as a 50% design submittal. There shall be a review of the Plans and Technical Specifications when the design is 90% complete. A Construction Cost Estimate shall also be submitted at this stage. The 90% complete stage is defined to be that point when the plans and specifications are essentially complete and only final review comments will need to be incorporated.

The City will perform the plan review of the 90% design review documents and will return comments within ten (10) working days.

Deliverables (Task B):

- 1) Review documents at 90% stage: Plans, Technical Specifications, Bid Schedule and Construction Cost Estimate, (6 copies each).
- 2) Final Bid Plans, Technical Specifications, Bid Schedule and Construction Cost Estimate (One original reproducible of each including digital copies of each).

**C. BID SERVICES**

Following the preparation of bid documents, provide pre-award engineering and design services to assist the City in the sealed competitive bid process and contract award. Services shall include reviewing and responding to inquiries and clarification requests and reviewing bids, as and when directed by the City. During the pre-award phase of the Project, the Consultant shall be available to assist the City in preparing responses to bidder's requests for clarification and/or preparation of any addenda.

## **D. CONSTRUCTION SERVICES**

Provide the City with engineering support services during construction including design clarifications, responding to requests for information, submittal reviews and preparing change orders, as and when directed by the City. The Consultant shall respond to reviews and requests as soon as possible so as to avoid delays to the Contractor but in no case longer than seven (7) calendar days.

## **E. WORK ITEMS BY CITY**

Provide copies of pertinent utility maps and previously prepared reports. Available information includes a “Monitoring Well Installation and Soil Vapor Sampling Report” prepared by TEC Accutite, dated October 28, 2009.

Provide City staff to locate and access City utilities.

Provide available mapping of property lines and underground utilities and facilities.

Prepare and process any required CEQA documentation and obtain any necessary CEQA approvals.

Prepare front-end specifications and incorporate Consultant’s Technical Specifications and Bid Schedule.

Perform reviews of Initial Evaluation Report and 90% Bid Documents.

Manage public bidding process and award and administer construction contract.

## **4. RFP FORMAT AND CONTENT**

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall include the following items:

- A. Transmittal Letter. Describe your firm’s interest and commitment in providing Engineering Services for the City. The letter shall be signed by an officer of the consulting firm who is authorized to contractually bind the firm, and to negotiate a contract with the City.
- B. Work Plan Approach and Schedule. Discuss your firm’s understanding of the Scope of Work to be performed. Describe the method for management of overall project costs, schedule and quality assurance/quality control, and other issues critical to this project.
- C. Team Experience. Describe the qualifications and experience of the key personnel to be assigned to the project. The description shall include previous experience with the design and preparation of project plans and technical specifications of similar projects.

- D. References. Provide at least two references (name, company, title and telephone number) for design and preparation of plans and/or technical specifications of recent similar work.
- E. Resumes. Include resumes of the key personnel to be assigned to the project. It is expected that designated key staff will remain for the duration of the project. The principal engineer must be a registered engineer in the State of California with relevant experience.
- F. Other Relevant Information. Provide any additional relevant information that may be helpful in the City's selection process.
- G. Cost. Provide a complete summary of the estimated number of engineering hours, schedule of hourly rates for each classification, and the total cost for the Scope of Services to be performed.

## 5. METHOD AND CRITERIA FOR SELECTION

Responses to this Request for Proposal (RFP) that do not meet the submittal requirements or the deadline will not be considered. All other responses will be evaluated as described below.

The City reserves the right to reject any or all proposals without qualifications. Proposals will be considered only in their entirety. The City reserves the right to negotiate specific requirements and costs using the selected proposal as a basis.

The criteria listed below will be used to evaluate proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP:

<u>Evaluation Criteria</u>	<u>Points</u>
<b>Technical Capability</b>	<b>70</b>
<ul style="list-style-type: none"> <li>Proposed Work Plan and Approach. Understanding of the project scope.</li> <li>Familiarity with relevant City and regulatory agency policies and procedures related to the work effort.</li> <li>Qualification of team members.</li> <li>Previous experience with similar projects and satisfaction of previous clients.</li> </ul>	
<b>Cost</b>	<b>30</b>
<b>Total Maximum Points</b>	<b>100</b>

Based on this evaluation, the top three firms will be invited to an interview to present their proposals. A final ranking of the most qualified Consultants will be developed. Negotiation for a final contract will begin with the top-ranked Consultant. If the City fails to conclude a negotiation with the top ranked Consultant, a new negotiation will be started with the next highest ranked Consultant. If this negotiation fails, the process will be repeated until a contract is negotiated successfully.

## 6. SCHEDULE

The target dates for the design services are as follows:

RFP issued	December 18, 2009
Proposal due	January 14, 2010
Interview with firms	January 28, 2010
Negotiate/Contract with top ranked firm	February 1, 2010
Notice to Proceed	February 5, 2010
Initial Evaluation Report due	February 26, 2010
90% Project Drawings, Technical Specifications and Construction Cost Estimate due	April 2, 2010
Final Project Drawings, Technical Specifications and Construction Cost Estimate due	April 30, 2010

## 7. INSURANCE REQUIREMENTS

The selected Consultant must have \$1 million Workers Compensation and Employers Liability Insurance, \$1 million Commercial General and Automobile Liability Insurance, and \$1 million Professional Liability covering Errors and Omissions. The selected Consultant will be required to provide original Certificates of Insurance evidencing the insurance coverage and naming the City as additional party insured.

## 8. COMPENSATION

The Consultant will be required to sign the City's Standard Agreement for Design Professionals included in the Enclosures. Compensation for the services shall be on a time and expense not-to-exceed basis in accordance with the approved schedule of billing rates. Should the Consultant have any reservations or exceptions about the contents of the Agreement, they shall be stated in Consultant's proposal.

Project Controls. In performing the scope of services, the Consultant shall execute, at a minimum, the management described below:

- A. The Consultant shall designate a Project Manager, acceptable to the City, who will be responsible for initiating and implementing the work and maintaining effective communications among the Consultant, the City, and any other involved agencies.
- B. Invoices shall be organized to coincide with the items in Consultant's Cost Summary and accompanied by a cost breakdown showing specific persons and classifications being billed for the Consultant and any sub-Consultants.

## 9. PRE-PROPOSAL MEETING, PROPOSAL SUBMISSION DEADLINE AND QUESTIONS

Costs for the preparation of Consultants proposals in response to this solicitation are the sole



responsibility of the Consultant and will not be paid for by the City.

The City will hold **an optional pre-proposal meeting** in regards to this RFP on Thursday, January 7, 2010 at 9:30 a.m. in City Hall located at 567 El Camino Real, San Bruno, CA. 94066.

One (1) original and four (4) copies, for a total of five (5) proposals, must be submitted by close-of-business Thursday, **January 14, 2010** to:

City of San Bruno  
Public Works Department  
Attn: Will Anderson  
567 El Camino Real  
San Bruno, CA 94066.

Explanation or clarifications regarding the meaning or interpretation of this RFP may be requested orally or in writing to Will Anderson, Associate Civil Engineer, City of San Bruno Public Works Department at (650) 616-7052 or [wanderson@sanbruno.ca.gov](mailto:wanderson@sanbruno.ca.gov) or via fax at (650) 794-1443.

**-----End of RFP -----**